

Application For Employment



City of Tempe ♦ Human Resources Dept ♦ 20 East Sixth Street ♦ Tempe AZ 85281 ♦ (480) 350-8276 ♦ TDD (480) 350-8400 ♦ <http://www.tempe.gov>

Thank you for your interest in employment with the City of Tempe
We are an Equal Opportunity/Reasonable Accommodation employer

- ♦ Read the recruitment bulletin before completing this application - request a copy if not provided
- ♦ Answer all questions completely; complete and attach all supplemental forms, including the **Pink Scanner Form**
- ♦ Type or print neatly in dark ink; be sure to sign this application and all other forms

1. Position for which you are applying _____ Job Code _____
2. Name _____
LAST FIRST MIDDLE INITIAL
3. Social Security Number _____
4. Address _____
STREET/APT. # CITY STATE ZIP CODE
5. Phone - Home _____ Work _____ Message _____
6. Driver's License # & State _____ Class _____ Expiration Date _____
7. Are you a United States Citizen or a legally registered alien? Yes ☐ No ☐
8. Have you filed another application or participated in the testing process for this position with the City in the last 90 days? Yes ☐ No ☐ If Yes, you may have to wait before you are eligible to retest.
9. Have you ever worked for the City of Tempe? Yes ☐ No ☐ If Yes, from: _____ Mo/Yr to: _____ Mo/Yr or Present
If you are a current City of Tempe employee, are you: Temporary? ☐ Regular? ☐
Have you completed your initial 6-month probationary period? Yes ☐ No ☐
10. Please list other names you have gone by, so we can verify your previous work experience and/or education:

11. Type of position you will accept: Full Time ☐ Part Time ☐ Temporary ☐
12. Are you a U.S. Military Service Veteran with **Six** or **More** months of "**Active Service**" as reflected on your **DD-214**?
Yes ☐ No ☐ **Branch:** _____
Enlistment Dates - **From:** _____ Mo/Yr **To:** _____ Mo/Yr
Did you receive an Honorable Discharge? Yes ☐ No ☐ General Discharge? Yes ☐ No ☐
13. Are you related to any member of the Tempe City Council or any Tempe Commission/Board member, or any City of Tempe employee? Yes ☐ No ☐ If Yes, indicate his/her **Name, Position, and Relationship to you:**

DO NOT WRITE BELOW THIS LINE - TURN PAGE AND CONTINUE

ER_____ MQ_____ MC_____ SI_____ A_____ B_____ C_____
SW_____ SP_____ HR Review_____ Dept Review_____

14. Education: Indicate highest grade completed _____ (**Proof of education will be required prior to hire/promotion**)

Did you graduate high school? Yes ☐ No ☐ If No, do you have a G.E.D.? Yes ☐ No ☐

Are you presently attending school? Yes ☐ No ☐ If Yes, are you attending: Full Time? ☐ Part Time? ☐

15. College Education:

Name of College(s) Attended	Major	Type of Degree Obtained	Month/Year Degree Obtained	Credit Hours from Accredited Institution
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

16. Other Training (trade, technical, business or other schools):

Name of School(s) Attended	Course of Study	Type of Diploma Received
_____	_____	_____
_____	_____	_____

17. Professional registration(s), license(s) and certification(s) received (list date(s) obtained and expiration date(s):

18. <u>Language Proficiency</u> (other than English):	Language	Speak	Read	Write
	_____	_____	_____	_____
	_____	_____	_____	_____

19. List computer software with which you are proficient: _____

EMPLOYMENT HISTORY: Indicate your experience in each position beginning with your present or most recent position, including any military and volunteer experience. **Show your entire work history.** The amount of experience and the way you describe it, as it pertains to the position you are seeking, will determine whether or not you receive further consideration for the position. ***It is important to remember that your qualifications will be evaluated solely on this completed application form and supplemental questionnaire(s), if applicable; however, you may attach a resume to enhance your qualifications outlined in the application.***

20. May we contact your current employer/supervisor if you are considered for hire/promotion? Yes ☐ No ☐

Place of Employment: _____ Kind of Business: _____

Address: _____ Phone: _____

Your Title: _____ Number of employees you supervised: _____

Supervisor Name/Title/Phone: _____

Employment Dates - From: _____ To: _____ Total Time There: _____

Hours Per Week: _____ Starting Wage: _____ Per _____ Present/Ending Wage: _____ Per _____

Work Performed: _____

Reason for leaving or wanting to change: _____

EMPLOYMENT HISTORY CONTINUATION SHEET

(You may make copies and use as many of these sheets as necessary to continue your employment history)

Place of Employment: _____ Kind of Business: _____

Address: _____ Phone: _____

Your Title: _____ Number of employees you supervised: _____

Supervisor Name/Title/Phone: _____

Employment Dates - From: _____ To: _____ Total Time There: _____

Hours Per Week: _____ Starting Wage: _____ Per _____ Present/Ending Wage: _____ Per _____

Work Performed: _____

Reason for leaving or wanting to change: _____

Place of Employment: _____ Kind of Business: _____

Address: _____ Phone: _____

Your Title: _____ Number of employees you supervised: _____

Supervisor Name/Title/Phone: _____

Employment Dates - From: _____ To: _____ Total Time There: _____

Hours Per Week: _____ Starting Wage: _____ Per _____ Present/Ending Wage: _____ Per _____

Work Performed: _____

Reason for leaving or wanting to change: _____

Place of Employment: _____ Kind of Business: _____

Address: _____ Phone: _____

Your Title: _____ Number of employees you supervised: _____

Supervisor Name/Title/Phone: _____

Employment Dates - From: _____ To: _____ Total Time There: _____

Hours Per Week: _____ Starting Wage: _____ Per _____ Present/Ending Wage: _____ Per _____

Work Performed: _____

Reason for leaving or wanting to change: _____

21. Have you ever been discharged, requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes ☐ No ☐ If Yes, please explain: _____

22. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)? Note: Reckless operation, hit-and-run, driving under the influence, excessive speeding, and similar charges are **not** considered minor traffic offenses; furthermore, an excessive number of traffic violations (including minor/civil offenses) should be reported.

Yes ☐ No ☐ If Yes, give details, including charges, dates, locations, etc. (attach a separate page if necessary): _____

It is to your advantage to provide a full disclosure of your record, as convictions do not automatically bar you from employment with the City. **However, failure to admit convictions will result in automatic disqualification from new or continued employment** (tempered by the specific considerations listed in the "Truth in Application Policy" below).

TRUTH IN APPLICATION POLICY

The City of Tempe places a prime value on integrity. This value applies to all phases of City business. In particular, the City values, and in fact requires, honesty in completing employment applications. This is important to creating a fair process oriented towards selecting the best candidate. Therefore, the City will not tolerate lies or omissions of material fact on employment applications.

The City of Tempe has a "zero tolerance" of untruthfulness in application materials. The City conducts a background check upon hire to verify the information contained in the application. However, at the same time that the City values integrity and truth in applications, it recognizes that people may make mistakes and may learn from them. Therefore, the City's "zero tolerance", as stated in this policy, is tempered by the following considerations:

- A. Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.
- B. Applicants are not required to report convictions that have been expunged or sealed by a court of law.
- C. If misstatements or omissions of material fact are discovered after seven (7) years from the date of an application, they may be grounds for dismissal from City employment, but such dismissal will be considered on a case-by-case basis, weighing the severity of the misstatement/omission against subsequent job performance and its relationship to the job.

I agree and understand that any deliberate misstatement or omission of material fact on application documents will cause forfeiture on my part of all eligibility to employment with the City of Tempe, and will cause forfeiture of my job if I am currently employed or become employed by the City of Tempe. My signature on this application form acknowledges my understanding and agreement with the above policy.

23. I certify that all statements made on all application materials are true and complete. In addition, I authorize any individual, company, organization or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

SIGNATURE

DATE

Note: Application materials may be faxed to (480) 350-8060 to meet the filing deadline; however, original applications must be received by the Human Resources Department immediately following the closing date.